

LEGISLATIVE SECRETARY III

DEFINITION: Under general supervision, performs a full range of secretarial and administrative office support work of considerable difficulty for Navajo Nation Council delegates and/or programs within the Legislative Branch; responsible for a wide variety of situations and conflicts arising within the Legislative Branch requiring use of initiative, independent judgment and decision-making; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Serves as technical support to council delegates, management and professional staff within the Legislative Branch; assists in problem solving, project planning, development and execution of stated goals and objectives; assists in monitoring and overseeing the work of support staff; evaluates office operations and recommends new office procedures.

Develops materials for management use; ascertains subject matter; develops information and prepares reports for supervisory presentation; submits final outline/report for supervisory review and for final writing; reviews correspondence for supervisor signature; resolves conflicts or deviation from policies before submittal to supervisor; advises legislative staff members on supervisory views on issues concerning legislative activities.

Receives and screens telephone calls and visitors, refers them to appropriate staff; responds to questions from the general public; directs people to appropriate legislative staff/office; receives incoming resolutions and related documents and refers them to appropriate staff; responds to inquiries requiring interpretation of legislative policies, rules and regulations; schedules committee meetings, conferences, conference calls, and appointments; prepares agendas and meeting materials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of secretarial and administrative principles, procedures, and practices.

Knowledge of applicable policies, practices and procedures related to work assignment.

Knowledge of committee rules, protocol, policies and regulations.

Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence, using appropriate format.

Skill in maintaining electronic/hard copy filing/recording systems.

Skill in following oral and written instructions, policies and procedures.

Skill in operating a variety of office equipment, including personal computers, telephones and typewriters.

Skill in applying judgment in the release of confidential information.

Skill in presenting ideas and concepts orally and in writing.

Skill in establishing and maintaining effective working relationships with others.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting with intermittent sitting standing and walking.

THE NAVAJO NATION

Class Code: 1300
Administrative and Office Support Series
Legislative Support Group
Overtime Code: Non-Exempt
Pay Grade: 60

LEGISLATIVE SECRETARY III

MINIMUM QUALIFICATIONS:

- An Associate's degree in Secretarial Science, Business or related field; and two (2) years of secretarial and transcription work experience.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Legal Advocate.
- Two (2) years secretarial experience in a legal environment.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.